

## BUDGET JUSTIFICATION FILE

Justify proposed direct labor, travel, consultants, large subawards, large or unique “other direct costs”, equipment, etc. Provide an explanation of the source, nature, amount and availability of any proposed cost sharing. Save this information in a Word file, named “**BUDGET JUSTIFICATION.doc**”.

The following budget detail is required. Failure to provide the detailed cost information as described in the instructions will result in an incomplete application. If a minimum cost share is required by this funding opportunity announcement, the applicant shall stipulate in the application the source and amount of cost sharing and the value of third party in-kind contributions proposed to meet the requirement.

**Additionally teaming members and subcontractors are also required to submit the below information with their budgets.**

PERSONNEL -- In support of the proposed personnel costs, provide a supplemental schedule that identifies the labor hours, labor rates, and cost by labor classification for each budget year. Also indicate the basis of the labor classification, number of hours, and labor rates. An example of the basis for the labor classification and number of hours could be past experience, engineering estimate, etc. An example of the basis for the labor rates could be actual rates for the individuals who will perform the work or an average labor rate for the labor classification or a departmental average rate.

FRINGE BENEFITS -- Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a Federal Government agency, provide a copy of the agreement (or in lieu of the Agreement, provide the website (URL) where the agreement can be retrieved from via the Internet). If no rate agreement exists, provide a detailed list of the fringe benefit expenses (e.g., payroll taxes, insurances, holiday and vacation pay, bonuses) and their associated costs. Identify the base for allocating these fringe benefit expenses.

TRAVEL -- For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc.

EQUIPMENT -- Provide an itemized list of each piece of equipment, its unit costs, and the basis for estimating the cost, for example, vendor quotes, catalog prices, prior invoices, etc.

SUPPLIES -- Provide an itemized list of supplies; identify the

quantity of each item, its unit cost, and the basis for estimating the cost, for example, vendor quotes, catalog prices, prior invoices, etc.

### CONTRACTUAL

Identify proposed subaward/consultant work and the cost of each subaward/consultant. Provide a detailed budget for each subawardee that is expected to perform work estimated to be \$100,000 or more, or 50% of the total work effort, whichever is less). The subawardee budget should the same level of detail as that of the applicant (i.e., by Object Class Category/Cost Classification). The following information must be provided:

Consultants -- Provide the hourly or daily rate along with the basis for the rate. Furnish resumes or similar information regarding qualifications or experience. Provide a statement signed by the consultant certifying his or her availability and that the rate proposed represents its 'most favored customer' rate. If travel or incidental expenses are to be charged, give the basis for these costs.

Subcontractors -- Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the Applicant's budget narrative. In addition, **the Applicant shall provide the following information for each planned subcontract:** a brief description of the work to be subcontracted; the number of quotes solicited and received; the cost or price analysis performed by the Applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; i.e. low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the Applicant, if any. For each proposed subcontractor, the applicant shall provide a letter of commitment in Attachment 2 (CLTP Attachment.doc or .pdf))

CONSTRUCTION -- Provide detail of construction costs, if applicable.

OTHER DIRECT COSTS -- Provide an itemized list with costs for any other item proposed as a direct cost and state the basis for each proposed item.

INDIRECT COSTS -- If indirect rates have been negotiated with or approved by a Federal Government agency, please provide a copy of the latest rate agreement (or in lieu of the Agreement, provide the website (URL) where the agreement can be retrieved from via the Internet). If you do not have a current rate

agreement, submit an indirect cost rate proposal which includes the major base and pool expense groupings by line item and dollar amount. In either case, provide a breakdown of the proposed indirect costs for each of your accounting periods included in the proposal. Identify the rate and allocation base for each indirect cost, such as Overhead, General and Administrative, Facilities Capital Cost of Money, etc.

COST SHARING -- Identify the percentage level and source of cost sharing for the proposed project. Firm funding commitments are expected and documentation of those commitments must be included in the application. Additionally, the impact of DOE's cost share to the viability of the project must be addressed, to include justification for the need for Federal Funds.

**NOTE: The total project cost (i.e. sum of Applicant and other participants plus DOE cost shares) must be reflected in each budget form.**

A detailed estimate of the cash value (basis of and the nature, e.g., equipment, labor, facilities, cash, etc.) of all contributions to the project by each participant must be provided. Note that "cost-sharing" is not limited to cash investment. In-kind contributions (e.g., contribution of services or property; donated equipment, buildings, or land; donated supplies; or unrecovered indirect costs) incurred as part of the project may be considered as all or part of the cost share. The "cost-sharing" definition is contained in 10 CFR 600.30, 600.101, 600.123, 600.224, 600.302, 600.313 and OMB Circular A-110.

Fee or profit will not be paid to the recipients of financial assistance awards.

Additionally, foregone fee or profit by the Applicant shall not be considered cost sharing under any resulting award.

Reimbursement of actual costs will only include those costs that are allowable and allocable to the project as determined in accordance with the applicable cost principles prescribed in 10 CFR 600.127, 10 CFR 600.312 or 10 CFR 600.318.